

SECRET

23 APR 1965

MEMORANDUM FOR : Chief, Insurance Branch

SUBJECT : Claims Backlog

1. I received with great interest your report on the reduction of the claims backlog from the 968 high point to 388. This must have been an incredible work effort on the part of your claims personnel to effect such a significant reduction in this backlog and I would like very much for them to know how much we all appreciate their performance.

2. On reflection, I realize that your claims personnel have always labored heavily. Thus, please convey my appreciation to them not only for this current achievement but for their past good work as well.

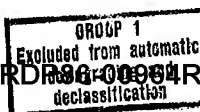
3. So as not to offend anyone in the Insurance Branch, please let everyone know how aware we are of the heavy workload carried by Insurance Branch personnel and how proud we are of the overall performance of your people in meeting these heavy requirements. It is a great comfort to all of us to know that these critical insurance programs are in good hands and are being fulfilled by people who believe in the work that they are performing. Thanks again.



Chief, Benefits and Services Division

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SECRET



IMPORTANT DATES FOR 1965
CONCERNING INSURANCE BRANCH ACTIVITIES

- APRIL**
1. DENTA open period April 15 through May 31 for Headquarters; through June 30 for overseas.
 2. Submission of annual leave schedule.
 3. Chief, Insurance Branch visit home office of Mutual of Omaha.
 4. Issuing replacement Hospitalization I. D. cards re Headquarters Notice.
 5. Determination regarding change in Contract Hospitalization with increased rates.
- MAY**
1. Regular GEHA meeting.
 2. Discussions as to possible changes in Association Hospitalization Plan.
 3. Issuance of Notice re PAMA.
- JUNE**
1. PAMA open period (June 1 - July 15)
- JULY**
1. Regular semi-annual ☐ meeting, July 2.
 2. Annual Report on Insurance Branch Activities to Director of Personnel.
- AUGUST**
1. Regular GEHA meeting.
 2. Determination of amount and authorization of UBLIC dividends, if any.
 3. Suggested changes in Hospitalization Plan as of November 1, 1965.
- SEPTEMBER**
1. Special GEHA Board meeting if dividend question not resolved.
 2. Decision on Flu Shots.
 3. Preparation of announcements on same.

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OCTOBER

1. Nominating committee to be named by GEHA Board--
slate for January 1966 election.
2. Preparation of notice and posters for January
Annual Meeting.
3. Administration of Flu shots.

NOVEMBER

1. Distribution of Notice of Annual Meeting and
absentee ballots.
2. Payment of UBLIC dividends, if any.

DECEMBER

1. Regular GEHA meeting.
2. Preparation of report for Annual Meeting.
3. Second round of flu shots.

March 23, 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Destruction of Material

STATINTL

Per my instructions, [] contacted [] STATINTL
of the Office of Security. The question was posed as to the
method to be used in disposing of material which was obsolete
but which was of a sort of "one shot" type. He advised that
normally classified material must be torn up but in the case of
the one shot type of deal mentioned, such as our Annual Financial
Statement, this material can be disposed of without tearing provided
care is taken to make certain that the sugar bags are securely
stapled.

STATINTL

[]
C/IB

Noted by:

STATINTL

Copy to

Copy to

Copy to



*Annual Financial Report)
only*

March 3, 1965

Mr. Joseph E. Jones
Joseph E. Jones Agency
1666 Connecticut Avenue, N. W.
Washington, D. C.

Dear Mr. Jones:

The information you forwarded to me regarding the possible lower rates on the proposed new form of accident policy is most encouraging, and I am looking forward to receiving the offering in writing so that formal action may be taken in connection with the proposal in question, i. e. the elimination of the Flite Plan and Travel Matic.

Attached is a copy of a proposal underwritten by Mutual of Omaha and apparently offered to State Department employees by J. Blaise De Sibour & Co.. We were unaware entirely of such an offering being made to government employees and found out about this through referral from one of our employees away from the Washington area.

It would be greatly appreciated if we may have your recommendation as to any "overhauling" that our travel plans may need, such as the adoption of these in question and possible elimination of some of our four present ones. Since we are now receiving inquiries concerning these more liberal accident plans, time is of the essence so an early reply will be most helpful. Sincerely,


PRESIDENT

STATINTL

Attachment - 1

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Approved For Release 2002/05/17 : CIA-RDP86-00964R000200010083-4

Approved For Release 2002/05/17 : CIA-RDP86-00964R000200010083-4

STATINTL

Approved

United



R000200010083-4 CHAIRMAN OF THE BOARD

OMAHA, NEBRASKA

February 8, 1965


STATINTL

[Redacted]
c/o Government Employees Health
Association
P. O. Box 463
Washington, D.C. 20044

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[Redacted]
Thank you for your letter of February 3, 1965. We will proceed with the issuance of GEHA special and delay further consideration of GMG-1810 until I hear further from you. As far as the month of March is concerned, Mr. Randall advises me that the whole month is open and suggests that you inform us on what date you expect to be in Omaha and we will all be here.

Sincerely,


Norman C. Conway
Service Manager
Group Div.

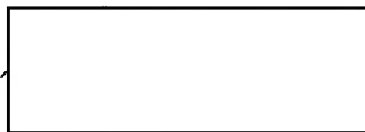
LB

February 5, 1965

TO: All Insurance Branch Supervisors

1. To emphasize the importance of knowing to whom information is given by 'phone, you are again reminded of your responsibility to make sure that all persons answering calls from outside the Agency, regardless of the type 'phone used, must obtain the name and record same when information is being given. Following conversation the name of person must be noted.

2. Even answering calls within the Agency, it is a good practice and policy to know the identity of the person to whom you are talking.



STATINTL

cc - JST
HOD
NB
DS
BH